

**ACADEMIC AFFAIRS CALENDAR  
2017-2018**

✓	DUE DATE	FALL 2017 –TASKS	RESPONSIBLE
<input type="checkbox"/>	Friday, August 11	<b>IELM</b> – Deadline for Deans to rank IELM cluster requests.	Deans
<input type="checkbox"/>	Monday, August 14	<b>Deadline for Faculty to Accept Temporary Assignments</b>	Faculty
<input type="checkbox"/>	Wednesday, August 16 (Wednesday before School Starts)	<b>Department Chair Training Day</b>	DCC Co-Chairs
<input type="checkbox"/>	Thursday, August 17	<b>Adjunct Faculty Orientation New Faculty Orientation District-Designated Activities Day</b>	<b>PROFESSIONAL DEVELOPMENT</b> Academic Affairs
<input type="checkbox"/>	Thursday, August 17 – Wednesday, August 23	<b>Spring Hourly Assignment Query to be sent out via District email</b> (Deadline for faculty to respond is 14 calendar days after Query email is sent out)	Department Chairs
<input type="checkbox"/>	Friday, August 18	<b>Summer 2017 Final Grade Rosters Due by 11:59 p.m.</b>	Dean, Admissions, Records & Enrollment Development
<input type="checkbox"/>	Friday, August 18	<b>Professional Development Activity (PDA) Day – Institutional Day</b> (Mandatory attendance for regular faculty)	Professional Development
<input type="checkbox"/>	Friday, August 18	<b>Reminder to post Length of Service List to AFA Website.</b>	Senior VP Academic Affairs
<input type="checkbox"/>	Friday, August 18	<b>Deadline to Request Load Banking</b>	Faculty
<input type="checkbox"/>	Monday, August 21	<b>Fall Classes begin</b>	
<input type="checkbox"/>	August 21 – September 1	<b>Evaluations - Regular and Adjunct</b> <ul style="list-style-type: none"> <li>• Spreadsheets indicating adjunct and regular faculty due for evaluation are distributed to department chairs and supervising admins</li> <li>• Faculty to be evaluated are notified via District email by the Dean, Liberal Arts &amp; Sciences for adjunct faculty and by the Dean, Curriculum for regular faculty.</li> </ul> <b>Tenure Review (TR)</b> <ul style="list-style-type: none"> <li>• Tenure Review team composition is confirmed with supervising administrators.</li> <li>• TR faculty and TR teams are notified of their duties via District email</li> <li>• SAs retrieve blue TR file folders from HR for all faculty in tenure review</li> </ul>	Dean, Liberal Arts & Sciences/Dean, Curriculum Department Chairs Supervising Admins
<input type="checkbox"/>	Friday, August 25	<b>New Faculty Orientation – Part 2</b>	Professional Development Academic Affairs

✓	DUE DATE	FALL 2017 –TASKS	RESPONSIBLE
<input type="checkbox"/>	Friday, August 25	<b>Faculty Staffing Committee (FSC)</b> meets to review timelines, member responsibilities, rubric for evaluating requests, guidelines for ranking of requests, use of PRPP data, committee structure and other topics as needed.	Faculty Staffing Committee
<input type="checkbox"/>	Monday, August 28	<b>Curriculum</b> – First Fall Curriculum Review Committee (CRC) meeting	Dean of Curriculum
<input type="checkbox"/>	By Friday, September 1	<b>Adjunct Faculty Pool updates</b> due to HR	Department Chairs Supervising Admins
<input type="checkbox"/>	Friday, September 1	<b>Scheduling – Proof 1 Spring 2018 due from Chairs to Supervising Administrator</b>	Department Chairs Supervising Admins
<input type="checkbox"/>	Tuesday, September 5	<b>Professional Development Flex Day</b> (for flexible calendar purposes only - no classes, no scheduled professional development activities)	Professional Development
<input type="checkbox"/>	Tuesday, September 5	<b>Scheduling</b> - Proof 1 Summer 2018 and Fall 2018 distributed <ul style="list-style-type: none"> <li>Communicate Enrollment Management strategy</li> </ul>	Scheduling Sr. VP Academic Affairs
<input type="checkbox"/>	Tuesday, September 5 (1 <sup>st</sup> Tues. of Every Month)	<b>DCC Meeting</b>	DCC Co-Chairs
<input type="checkbox"/>	Thursday, September 7	<b>Scheduling – Proof 1 Spring 2018 due from Supervising Administrator to Scheduling</b>	Supervising Admins
	Friday, September 8	<b>Notification of Length of Service Lists Posted on AFA Website</b>	Sr. VP Academic Affairs
<input type="checkbox"/>	Friday, September 8	<b>Evaluations – Regular Faculty only</b> Deadline for Regular faculty evaluatees to request a non-department peer evaluator (mandatory deadline). <b>Evaluations – Regular and Adjunct</b> Peer observers are assigned from department’s rotation list. Dept. Chair informs evaluatees. Each evaluatee has one opportunity to reject the assigned peer.	Department Chairs
<input type="checkbox"/>	By Friday, September 15	<b>CENSUS ROSTERS FOR FULL SEMESTER COURSES DUE BY 11:59 PM</b>	Dean, Admissions, Records & Enrollment Dev

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<input type="checkbox"/>	<b>By Friday, September 15</b>	<b>Evaluations - Adjunct and Regular:</b> <ul style="list-style-type: none"> <li>• Dept. Chair assigns alternate peer (next name on rotation list) for any evaluatee who rejected initial peer assigned.</li> <li>• Dept. Chair and SA consult and deliberate to determine if DC or SA will choose to observe any of them.</li> <li>• DC notifies evaluatees via District email of their evaluation team members (except non-dept. peer request), including who will observe.</li> <li>• DC and SA determine if classified staff input is desired for any evaluations and plan to distribute DTREC-approved feedback forms.</li> </ul> <b>Tenure Review:</b> Evaluatee Self-Assessment Report, course syllabi and schedules due to supervising admins (mandatory deadline)	Department Chairs Supervising Admins
<input type="checkbox"/>	<b>On or before Friday, September 15</b>	<b>Faculty Staffing:</b> <ul style="list-style-type: none"> <li>• Final review and confer by Santa Rosa and Petaluma Cluster SAs and DCs to verify faculty priorities</li> </ul>	Santa Rosa and Petaluma Deans Supervising Admins Department Chairs
<input type="checkbox"/>	<b>On or before Friday, September 15</b>	<b>New and Revised Course Fees for Spring 2018 Due – <u>New and Revised Course Fees Form</u></b>	Supervising Admins Department Chairs
<input type="checkbox"/>	<b>Monday, September 18</b>	<b>Faculty Staffing-</b> AAC reviews faculty staffing process and role of deans	Supervising Admins
<input type="checkbox"/>	<b>Tuesday, September 19 (3<sup>rd</sup> Tues. of Every Month)</b>	<b>Department Chair Council and Instructional Managers (DCC/IM) Meeting</b> FSC reviews Faculty Staffing process at first DCC/IM meeting	Sr. VP Academic Affairs
<input type="checkbox"/>	<b>Tuesday, September 19</b>	<b>Faculty Staffing:</b> FSC reviews Faculty Staffing process at first DCC/IM meeting	Supervising Admins
<input type="checkbox"/>	<b>Friday, September 22</b>	<b>IELM – Budget Transfer into Departmental Accounts</b>	LRET

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<input type="checkbox"/>	<b>By Friday, September 22</b>	<b>Evaluations – Regular and Adjunct</b> <ul style="list-style-type: none"> <li>• Dean, Curriculum coordinates the selection of non-department peers (regular faculty evals only) and notifies evaluatees and members of the evaluation teams.</li> <li>• Evaluatee course syllabi, schedules and Self-Assessment Report (regular faculty only; mandatory deadline) due to department chair</li> <li>• SAs provide to Dean, Liberal Arts &amp; Sciences (Adjunct)/Dean, Curriculum (Regular) a list of department peers and other team members who will conduct observations for each evaluatee.</li> </ul> <b>Evaluations – Tenure Review</b> <ul style="list-style-type: none"> <li>• <b>Tenure Review teams meet to organize the TR activities required (see TR Timelines)</b></li> </ul>	Dean, Liberal Arts & Sciences/Dean, Curriculum Supervising Admins Department Chairs
<input type="checkbox"/>	<b>September 22-25</b>	<b>Scheduling – Proof #1 Spring 2018 FTEF review</b>	Senior VP Academic Affairs Senior Deans
<input type="checkbox"/>	<b>September 25 – November 3</b>	<b>Evaluations – Regular and Adjunct</b> <ul style="list-style-type: none"> <li>• Observations with student evaluations are carried out (6-week period)</li> <li>• Student evaluations are summarized</li> </ul>	Department Chairs
<input type="checkbox"/>	<b>Tuesday, September 26</b>	<b>Scheduling - Proof 2 Spring 2018 distributed</b>	Scheduling
<input type="checkbox"/>	<b>Friday, September 29</b>	<b>Evaluations – Regular and Adjunct</b> <ul style="list-style-type: none"> <li>• DC sends copies of syllabi, schedules and regular faculty Self-Assessment Reports to peer observers and SA (District email preferred)</li> </ul>	Department Chairs Supervising Admins
<input type="checkbox"/>	<b>On or before October 1</b>	<b>Summer Hourly Assignment Query to be sent out via District email</b> (Deadline for faculty to respond is 14 calendar days after Query email is sent out)	Department Chairs
<input type="checkbox"/>	<b>On or before Monday, October 2</b>	<b>Faculty Staffing – For Each Position, Review and Update Faculty Staffing Request sections on the PRPP.</b> DC/SA must also prepare, for each requested position, a Narrative Summary (NS) to highlight the supporting data and need for the position. For best results, address each question as these are the basis of the rubric. NSs for faculty requests for the Petaluma Campus will be prepared by the Petaluma Campus SA discussion with the DC. The Guiding Principles document provided by the FSC provides critical information to be covered in the NS	Supervising Admins Department Chairs
<input type="checkbox"/>	<b>Tuesday, October 3 (1<sup>st</sup> Tues. of Every Month)</b>	<b>DCC Meeting</b>	DCC Co-Chairs

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<input type="checkbox"/>	<b>On or before Monday, October 9</b>	<b>AAC Reviews Requests</b> for Hiring New Faculty and final ranking from Cluster Deans <b>DC NS are due to SA, SAs reviews submitted NS and provide edit suggestions, as needed, before final submission</b>	Supervising Admins Department Chairs
<input type="checkbox"/>	<b>On or before Monday, October 9</b>	<b>Faculty Staffing</b> – Deadline for submitting lists, completed PRPPs and Narrative Summaries from the SAs to the FSC. <b>No later than 5pm (no exceptions)</b> <ul style="list-style-type: none"> <li>• SA submits list of requested positions in rank order along with the related Narrative Summary for each position to the Dean, CTE &amp; Economic Development, who in turn sends these items to the Faculty Staffing Committee.</li> <li>• Once submissions are complete, the Dean, CTE posts faculty-related documents on the FSC website. This includes, but is not limited to, Dean Ranking Lists, Narrative Summaries, Guiding Principles and other documents as determined by the FSC</li> </ul>	Supervising Admins FSC
<input type="checkbox"/>	<b>Tuesday, October 10</b>	<b>Scheduling</b> – Proof 2 Spring 2018 due from Chairs to Supervising Administrators	Department Chairs
<input type="checkbox"/>	<b>Tuesday, October 10</b>	<b>Instructional Software Requests</b> <ul style="list-style-type: none"> <li>• Spring 2018 software installation, update and upgrade requests for instructional computer labs and classrooms submitted to Instructional Computing.</li> </ul>	Department Chairs
<input type="checkbox"/>	<b>Friday, October 13</b>	<b>Faculty Staffing:</b> <ul style="list-style-type: none"> <li>• The CTE/ED Dean will distribute Narrative Summaries, Ranked Cluster Lists and PRPP links, to the members of the Faculty Staffing Committee</li> </ul> The Dean CTE/ED posts faculty related documents on the Faculty Staffing Committee website. This includes, but is not limited to Dean Ranking Lists, Narrative Summaries, Guiding Principles and documents as determined by the Faculty Staffing Committee.	Supervising Admins Department Chairs
<input type="checkbox"/>	<b>Monday, October 16</b>	<b>Scheduling</b> – Proof 2 Spring 2018 due from Supervising Administrators to Scheduling	Supervising Admins

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<input type="checkbox"/>	Monday, October 16	<b>Faculty Staffing Committee -</b> <ul style="list-style-type: none"> <li>Meets with VPs of Academic Affairs, Student Services and Petaluma Campus to provide organizational perspective and highlight District-wide needs</li> <li>Meets to finalize process and set rubric for prioritizing staffing requests</li> </ul>	FSC VPs
<input type="checkbox"/>	Monday, October 16 – Sunday, November 19	<b>MIDTERM GRADES DUE</b> Link active from Monday, October 16 through 11:59p.m. Sunday, November 19, 2017 for all full semester courses	Dean, Admissions, Records & Enrollment Development
<input type="checkbox"/>	Tuesday, October 17 (3 <sup>rd</sup> Tues. of every month)	<b>DCC-IM Meeting</b>	DCC Co-Chairs
<input type="checkbox"/>	October 26-27	<b>Scheduling</b> – Final Spring 2018 FTEF review	Senior VP Academic Affairs Senior Deans
<input type="checkbox"/>	Friday, October 27	<b>Faculty Staffing -</b> Committee meets for scheduled presentations by SAs to the Faculty Staffing Committee; and continues after presentations to determine prioritized rankings of requested faculty positions	FSC Supervising Admins
<input type="checkbox"/>	Friday, October 27	<b>First Glance at Spring 2018 Schedule Distributed to Supervising Administrators, Chairs and Fac. All</b>	Senior VP Academic Affairs
<input type="checkbox"/>	Monday, October 30	<b>Scheduling</b> - Spring 2018 classes available on SRJC Web site	IT/Scheduling
<input type="checkbox"/>	Tuesday, October 31	<b>Class Cancellation Guidelines Sent to Deans</b>	Sr. VP Academic Affairs
<input type="checkbox"/>	Wednesday, November 1	<b>Scheduling</b> - Proof 1 Summer 2018 due from Chairs to Supervising Administrator	Department Chairs
<input type="checkbox"/>	Wednesday, November 1	<b>Reminder to post Length of Service List to AFA Website.</b>	Senior VP Academic Affairs
<input type="checkbox"/>	Friday, November 3	Faculty Staffing – <b>Committee forwards a confidential list of ranked recommendations to the Senior VP Academic Affairs and Superintendent/President</b>	FSC
<input type="checkbox"/>	Tuesday, November 7 (1 <sup>st</sup> Tues. of every month)	<b>DCC Meeting</b>	DCC Co-Chairs
<input type="checkbox"/>	Tuesday, November 7	<b>Scheduling</b> - Proof 1 Summer 2018 due from Supervising Administrators to Scheduling	Supervising Admins
<input type="checkbox"/>	Tuesday, November 7	<b>Scheduling</b> – Spring 2018 schedule to printer	Scheduling

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<input type="checkbox"/>	<b>By Friday, November 10</b>	<b>Evaluations – Regular and Adjunct</b> Each team observer confers with evaluatee to discuss Observation Report (for details, see Timeline in Article 14 of the District/AFA Contract). Each observer sends a copy of the Observation Report, including the summary of student evaluations, to other members of the team (District email preferred). Observer signs original Observation Report and sends to the department chair.	Evaluation team observers
<input type="checkbox"/>	<b>Monday, November 13</b>	Spring 2018 Priority Web Registration for continuing students begins	Admissions
<input type="checkbox"/>	<b>Thursday, November 16</b>	<b>Scheduling – Proof 1 Fall 2018 due from Chairs to Supervising Administrator</b>	Department Chairs
<input type="checkbox"/>	<b>Tuesday, November 21 (3<sup>rd</sup> Tues. of Every Month)</b>	<b>DCC/IM Meeting</b>	Sr. VP Academic Affairs
<input type="checkbox"/>	<b>By Friday, November 17</b>	<b>Evaluations – Adjunct and Regular</b> Team members confer regarding Final Report (for details, see Timeline in Article 14 of the District/AFA Contract)	Supervising Admins Department Chairs Peer Evaluators
<input type="checkbox"/>	<b>On or before Friday, November 17</b>	<b>Faculty Staffing –</b> Action taken by Superintendent/President on FSC recommendations is distributed to the college community by the Senior VP Academic Affairs. SAs complete a Personnel Requisition form for each approved position. Hiring committees should be formed and the HR Department should be contacted as soon as possible to develop a job announcement and begin the recruitment process.	Sr. VP Academic Affairs Supervising Admins
<input type="checkbox"/>	<b>Sunday, November 19</b>	LAST DAY TO DROP STUDENTS WITH A “W” (full semester courses only) by 11:59p.m.	Dean, Admissions, Records & Enrollment Development
<input type="checkbox"/>	<b>Sunday, November 19</b>	<b>MIDTERM GRADES for all semester courses due by 11:59pm</b>	
<input type="checkbox"/>	<b>Tuesday, November 21</b>	<b>Scheduling –</b> Spring 2018 printed schedules delivered to campuses.	Scheduling
<input type="checkbox"/>	<b>November 21-22</b>	<b>Scheduling –</b> Proof #1 Summer 2018 FTEF review	Senior VP Academic Affairs Senior Deans
<input type="checkbox"/>	<b>Wednesday, November 22</b>	<b>Notification of Length of Service Lists Posted on AFA Website</b>	Sr. VP Academic Affairs
<input type="checkbox"/>	<b>Friday, November 24</b>	<b>Professional Development Flex Half-Day (for flexible calendar purposes only - no classes, no scheduled professional development activities)</b>	Professional Development
<input type="checkbox"/>	<b>Monday, November 27</b>	<b>Scheduling –</b> Proof #2 Summer 2018 distributed	Scheduling
<input type="checkbox"/>	<b>By Monday, November 27</b>	<b>Evaluations – Regular and Adjunct</b> Minority Reports, if needed, are due.	Evaluation team members

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<input type="checkbox"/>	<b>Tuesday, November 28</b>	<b>Scheduling</b> - Proof 1 Fall 2018 due from Supervising Administrator to Scheduling	Supervising Admins
<input type="checkbox"/>	<b>By Friday, December 1</b>	<b>Faculty Staffing</b> – Requisitions and job announcements are routed for approval. Advertising for approved positions begins by this date	Supervising Admins
<input type="checkbox"/>	<b>Monday, December 4 at 5:00pm</b>	<b>Absolute deadline for adjunct flex hours to be completed and online verification forms/NOAs received in Professional Development</b>	Adjunct faculty members Department Chairs Supervising Admins Professional Development
<input type="checkbox"/>	<b>Tuesday, December 5 (1<sup>st</sup> Tues. of every month)</b>	<b>DCC Meeting</b>	DCC Co-Chairs
	<b>Wednesday, December 6</b>	<b>Scheduling – Spring 2018</b> Temporary Faculty Agreements for adjunct/overload teaching posted in portals	Scheduling
<input type="checkbox"/>	<b>Friday, December 8</b>	<b>Pay dock list submitted to Payroll Office for non-compliance with Flex Program obligations (pay docks for Adjunct Faculty only)</b>	Professional Development
<input type="checkbox"/>	<b>By Friday, December 8</b>	<b>Evaluations – Regular and Adjunct</b> All Observation Reports, Final Report and any Minority Reports are ready for evaluatee to review and sign. (Mandatory deadline; see details in Timeline in Article 14 of District/AFA Contract)	Department Chairs Supervising Admins Peer Evaluators
<input type="checkbox"/>	<b>By Friday, December 8</b>	<b>Evaluations – Tenure Review</b> <ul style="list-style-type: none"> <li>• Observations and student evals are completed</li> <li>• SAs prepare summaries of student evals</li> </ul> Team Member Reports are completed	TR team members Supervising Admins
<input type="checkbox"/>	<b>Monday, December 11</b>	<b>Spring 2018 Open Web Registration for ALL students begins</b>	Admissions
<input type="checkbox"/>	<b>Monday, December 11</b>	<b>Scheduling</b> - Proof 2 Summer 2018 due from Chairs to Supervising Administrator	Department Chairs
<input type="checkbox"/>	<b>Monday, December 11</b>	<b>Curriculum</b> – Final Fall CRC meeting	Department Chairs
<input type="checkbox"/>	<b>Friday, December 15</b>	<b>Scheduling</b> - Proof #2 Summer 2018 due from Supervising Administrators to Scheduling	Supervising Admins
<input type="checkbox"/>	<b>Tuesday, December 19</b>	<b>DCC/IM Meeting</b>	Sr. VP Academic Affairs
<input type="checkbox"/>	<b>By Friday, December 22</b>	<b>Evaluations – Tenure Review</b> <ul style="list-style-type: none"> <li>• Each team member meets with TR faculty member to review and sign the individual Team Member Report.</li> <li>• TR teams meet to discuss and prepare Yearly Report.</li> </ul> <b>Evaluations – Regular and Adjunct</b> Supervising Admin office verifies that evaluation files are complete and sends files to Office of the Dean, Curriculum (Regular) or Dean, Liberal Arts & Sciences (Adjunct).	TR Team Members  Supervising Admins
<input type="checkbox"/>	<b>December 23 - January 14</b>	<b>Winter Break</b>	<b>Enjoy!</b>



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<input type="checkbox"/>	By Thursday, December 28	CTEA - Last day to encumber 2017-2018 CTEA grant project funds. Unused funds will be swept at the end of January, 2018	Department Chairs Supervising Admins
<input type="checkbox"/>	Wednesday, January 3	<b>Deadline for Faculty to Accept Temporary Assignments</b>	Faculty
<input type="checkbox"/>	Friday, January 5	<b>Fall Semester 2017 Final Grades Due by 11:59 p.m.</b> Supervising Admins and Department Chairs to follow up on late grades.	Department Chairs Supervising Admins Dean, Admissions, Records & Enrollment Dev.
<input type="checkbox"/>	Monday, January 8	IELM - Deadline for IELM Expenditures	Deans
<input type="checkbox"/>	January 8-9	<b>Scheduling – Proof #1</b> Fall 2018 FTEF review	Senior VP Academic Affairs Senior Deans
<input type="checkbox"/>	Wednesday, January 10	<b>Scheduling - Proof 2</b> Fall 2018 distributed	Scheduling
<input type="checkbox"/>	On or before January 15	<b>New and Revised Course Fees for Summer/Fall 2018 Due – <u>New and Revised Course Fees Form</u></b>	Supervising Admins <b>DEPARTMENT CHAIRS</b>
<input type="checkbox"/>	Tuesday, January 16	<b>Department Designated Activities Day –</b> Non-instruction Flex Day. Regular Faculty required to complete Department designated activities.	<b>PROFESSIONAL DEVELOPMENT</b>  Academic Affairs
<input type="checkbox"/>	Tuesday, January 16 – Monday, January 22	<b>Fall Hourly Assignment Query to be sent out via District email</b> (Deadline for faculty to respond is 14 calendar days after Query email is sent out)	Department Chairs
<input type="checkbox"/>	Wednesday, January 17	<b>Spring semester classes begin</b>	
<input type="checkbox"/>	January 17-26	<b>Evaluations – Adjunct</b> <ul style="list-style-type: none"> <li>• Spreadsheets indicating adjunct faculty due for evaluation are distributed to department chairs and supervising admins for review, comment, and correction.</li> <li>• Adjunct faculty to be evaluated are notified via District email.</li> </ul> <b>Evaluations – Regular</b> <ul style="list-style-type: none"> <li>• Email reminders are sent to DCs and SAs listing faculty previously scheduled for evaluation in spring semester.</li> <li>• Faculty scheduled for spring evaluations are sent District email reminders of deadline for submitting self-evaluation, schedule of classes/allied duties and syllabi to their DCs.</li> </ul>	Dean, Liberal Arts & Sciences/Dean, Curriculum Department Chairs Supervising Admins
<input type="checkbox"/>	Wednesday, January 17 (Subject to Change)	<b>PRPP –</b> Academic and core data posted, including FT vs. PT %, Curriculum Currency and Retirement Range data.	IT Dean, Liberal Arts & Sciences
<input type="checkbox"/>	Friday, January 19	<b>Deadline for Faculty to Request Load Banking</b>	Faculty

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<input type="checkbox"/>	By Friday, January 19	<b>Evaluations – Tenure Review</b> <ul style="list-style-type: none"> <li>Probationary faculty member delivers responses, if any, to Team Member Reports to the Supervising Admin</li> <li>Yearly Report and Minority Yearly Reports (if any) are completed, and the teams meet with probationary faculty member to discuss the Yearly Report.</li> </ul>	Tenure Review Team Members
<input type="checkbox"/>	Monday, January 22	<b>Curriculum – First Spring CRC meeting</b> <ul style="list-style-type: none"> <li>Last CRC meeting to approve <b>revisions to existing courses</b> and new proposed CSU courses effective Fall 2018.</li> <li>Last CRC meeting to approve new proposed CSU courses effective Fall 2018.</li> </ul> Last CRC meeting to approve <b>new certificates or majors, or revisions to existing certificates or majors</b> , in order to be published in the <b>2018-19 College Catalog</b> .	Office of the Dean of Curriculum
<input type="checkbox"/>	Monday, January 22	<b>Sweep of unspent IELM funds</b>	LRET
<input type="checkbox"/>	By Friday, January 26	<b>Evaluations – Tenure Review</b> Deadline for Supervising Admins to deliver TR files to Office of the Dean, Curriculum	Supervising Admins
<input type="checkbox"/>	By Friday, January 26	<b>Evaluations – Adjunct</b> Peer observers are assigned from department’s rotation list for adjunct faculty due for evaluation during spring semester.	Department Chairs
<input type="checkbox"/>	By Friday, January 26	<b>Any CTEA funds not spent or encumbered will be swept.</b>	Dean, CTE Department Chairs Supervising Admins
<input type="checkbox"/>	Wednesday, January 31	<b>IELM Training</b>	LRET
<input type="checkbox"/>	Thursday, February 1	<b>Instructional Software Requests</b> Summer 2018 software installation, update and upgrade requests for instructional computer labs and classrooms submitted to Instructional Computing.	Department Chairs
<input type="checkbox"/>	Tuesday, February 6 (1 <sup>st</sup> Tues. of Every Month)	<b>DCC Meeting</b> PRPP Overview – 1 hour refresher	DCC Co-Chairs Dean, Liberal Arts & Sciences
<input type="checkbox"/>	Tuesday, February 6	<b>Scheduling – Proof 2 Fall 2018 due from Chairs to Supervising Administrators</b>	Department Chairs
<input type="checkbox"/>	Friday, February 9	<b>CENSUS ROSTERS FOR FULL SEMESTER COURSES DUE BY 11:59pm</b>	Department Chairs Supervising Admins Dean, Admissions, Records & Enrollment Dev.
<input type="checkbox"/>	By Friday, February 9	<b>Evaluations – Regular and Adjunct</b> Evaluatee course syllabi, schedules and Self-Assessment Report (regular faculty only) (mandatory deadline) due to department chairs.	Department Chairs

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<input type="checkbox"/>	By Friday, February 9	<b>Evaluations – Tenure Review</b> Senior VP Academic Affairs makes recommendations regarding tenure to the Superintendent/President.	Sr. VP Academic Affairs
<input type="checkbox"/>	Monday, February 12	<b>Scheduling – Proof #2</b> Fall 2018 due from Supervising Administrators to Scheduling	Supervising Admins
<input type="checkbox"/>	Thursday, February 15	<b>Professional Development Activity (PDA) Day – Institutional Day / Tauzer Lecture (no classes; mandatory attendance for Regular Faculty)</b>	Professional Development
<input type="checkbox"/>	Saturday & Sunday, February 17 & 18	<b>Saturday and Sunday classes scheduled to meet on this day DO meet – NOT a holiday</b>	
<input type="checkbox"/>	Tuesday, February 20 (3 <sup>rd</sup> Tues. of Every Month)	<b>DCC/IM Meeting</b>	SVP Academic Affairs
<input type="checkbox"/>	February 21 – March 31	<b>Evaluations – Regular and Adjunct</b> Observations with student evaluations are carried out (6-week period). Student evaluations are summarized.	Evaluation Team Observers
<input type="checkbox"/>	By Friday, February 23	<b>Evaluations – Regular and Adjunct</b> Supervising Admins provide to Dean, Curriculum (Regular) or Dean, Liberal Arts & Sciences (Adjunct) a list of department peers and other team members who will conduct observations for each evaluatee.	Supervising Admins Dean, Liberal Arts & Sciences/Dean, Curriculum
<input type="checkbox"/>	By Friday, February 23	<b>Evaluations – Tenure Review</b> Superintendent / President’s recommendations are submitted to the Board of Trustees.	<b>SUPERINTENDENT / PRESIDENT</b>
<input type="checkbox"/>	Monday, February 26	<b>CTEA - Release of 2018-2019 CTEA RFP grant applications</b>	Dean, CTE
<input type="checkbox"/>	Wednesday, February 28	<b>Department Chair Elections completed</b>	Department Chairs Supervising Admins Senior VP Academic Affairs
<input type="checkbox"/>	Wednesday, February 28	IELM Purchasing Deadline	Deans
<input type="checkbox"/>	February 28 – March 2	Scheduling – Final Summer 2018 and Fall 2018 FTEF review	Senior VP Academic Affairs Senior Deans
<input type="checkbox"/>	Friday, March 2	First Glance at Summer 2018 and Fall 2018 Schedule sent to Supervising Administrators, Chairs and Fac. All	Senior VP Academic Affairs
<input type="checkbox"/>	Monday, March 5	Scheduling - Summer 2018 and Fall 2018 schedule available on SRJC Website (permatized)	Scheduling/IT
<input type="checkbox"/>	Tuesday, March 6 (1 <sup>st</sup> Tues. of Every Month)	<b>DCC Meeting</b>	DCC Co-Chairs
<input type="checkbox"/>	Monday, March 12	<b>MIDTERM GRADES DUE</b> <b>Link active from Monday, March 12 through 11:59p.m. Sunday, April 22, 2018 for all full semester courses</b>	Dean, Admissions, Records & Enrollment Development

✓	DUE DATE	FALL 2017 –TASKS	RESPONSIBLE
<input type="checkbox"/>	Wednesday, March 14	<b>Evaluations – Tenure Review</b> Board of Trustees takes action on Tenure Track faculty	BOARD OF TRUSTEES
<input type="checkbox"/>	March 19-25	<b>Spring Break</b>	Enjoy!
<input type="checkbox"/>	Tuesday, March 20	<b>Scheduling</b> – Summer 2018 schedule to printer	Scheduling
<input type="checkbox"/>	Friday, March 23	<b>Professional Development Flex Half-Day (for flexible calendar purposes only - no classes, no scheduled professional development activities)</b>	PROFESSIONAL DEVELOPMENT
<input type="checkbox"/>	Monday, March 26	<b>Curriculum</b> <ul style="list-style-type: none"> <li>Last CRC meeting to approve new proposed UC transferable courses effective Fall 2019.</li> </ul>	DEPARTMENT CHAIRS
<input type="checkbox"/>	Friday, March 30	<b>CTEA</b> – 2018-2019 CTEA RFP grant applications due to Dean, CTE by 5:00pm	DEAN, CTE
<input type="checkbox"/>	Tuesday, April 3 (1 <sup>st</sup> Tues. of Every Month)	<b>DCC Meeting</b>	DCC CO-CHAIRS
<input type="checkbox"/>	Monday, April 2	<b>Summer/Fall 2018 Priority Web Registration for continuing students begins</b>	Admissions
<input type="checkbox"/>	Tuesday, April 3	<b>Scheduling</b> – Fall 2018 schedule to printer	Scheduling
<input type="checkbox"/>	Thursday, April 5	<b>Scheduling</b> – Summer 2018 printed schedules delivered to campuses.	Scheduling
<input type="checkbox"/>	By Friday, April 6	<b>Evaluations – Regular and Adjunct</b> Each team observer confers with evaluatee to discuss Observation Report (for details, see Timeline in Article 14 of the District/AFA Contract). Each observer sends a copy of the Observation Report, including the summary of student evaluations, to other members of the team (District email preferred). Observer signs original Observation Report and sends to the department chair.	Evaluation Team observers
<input type="checkbox"/>	Friday, April 13 (Subject to Change)	<b>PRPP Section 2: Resource Requests data entry completed for Supervisor Review</b>	Department Chairs Supervising Admins
<input type="checkbox"/>	On or before Friday, April 13	<b>Faculty Staffing:</b> <ul style="list-style-type: none"> <li>DCs identify faculty staffing needs, confer with SAs meet with Petaluma Cluster to discuss faculty needs and preliminary ranking of faculty staffing requests in the PRPP</li> <li>DCs meet by cluster and consult with Santa Rosa SAs to review ranking of staffing request(s). Each position that has been ranked is to be entered into the related PRPP by the end of September</li> </ul>	Department Chairs Supervising Admins

✓	DUE DATE	FALL 2017 –TASKS	RESPONSIBLE
<input type="checkbox"/>	April 17 – May 19 (Subject to Change)	<b>PRPP - Prioritize Resource Requests Supervising Administrators work with departments to prioritize and rank Budget Requests (2.1b); Classified, Management, STNC and Student Worker staffing requests (2.2e); Instructional Equipment Requests (2.4c); Non-Instructional Equipment and Technology requests (2.4d); and Minor Facilities Requests (2.5a).</b>	Supervising Admins Department Chairs
<input type="checkbox"/>	Monday, April 16	<b>Instructional Software Requests Fall 2017 software installation, update and upgrade requests for instructional computer labs and classrooms submitted to Instructional Computing.</b>	Department Chairs
<input type="checkbox"/>	Tuesday, April 17 (3rd Tues. of Every Month)	<b>DCC/IM Meeting</b>	Sr. VP Academic Affairs
<input type="checkbox"/>	Thursday, April 19	<b>Scheduling - Fall 2018 printed schedules delivered to campuses</b>	Scheduling
<input type="checkbox"/>	By Friday, April 20	<b>Evaluations – Regular and Adjunct</b> <ul style="list-style-type: none"> <li>Minority Reports, if needed, are due.</li> </ul> Team members confer regarding Final Report (for details, see Timeline in Article 14 of the District/AFA Contract)	Evaluation Team Members
<input type="checkbox"/>	Sunday, April 22	<b>MIDTERM GRADES FOR ALL FULL SEMESTER COURSES DUE BY 11:59pm</b>	<b>DEAN, ADMISSIONS, RECORDS &amp; ENROLLMENT DEV.</b>
<input type="checkbox"/>	Sunday, April 22	<b>LAST DAY TO DROP STUDENTS WITH A “W” SYMBOL (FULL SEMESTER COURSES ONLY) BY 11:59 p.m.</b>	Dean, Admissions, Records & Enrollment Dev.
<input type="checkbox"/>	Friday, April 27	<b>Summer/Fall 2018 Open Web Registration for ALL students begins</b>	Admissions
<input type="checkbox"/>	Monday, April 30	<b>All final CTEA 2017-2018 spending must be completed.</b>	Dean, CTE Department Chairs Supervising Admins
<input type="checkbox"/>	Monday, April 30 by 5:00 p.m.	<b>Absolute deadline for adjunct flex hours to be completed and verification forms/NOAs received in Professional Development</b>	Adjunct faculty Department Chairs Supervising Admins Professional Development
<input type="checkbox"/>	Tuesday, May 1	<b>Faculty Deadline to complete any assigned Preventing Sexual Harassment Training</b>	Professional Development Faculty
<input type="checkbox"/>	Tuesday, May 1 (1 <sup>st</sup> Tues. of Every Month)	<b>DCC Meeting</b>	DCC Co-Chairs
<input type="checkbox"/>	Friday, May 4	<b>Evaluations – Regular and Adjunct</b> All Observation Reports, Final Reports and any Minority Reports are ready for evaluatee to review and sign (mandatory deadline; see details in Timeline in Article 14 of District / AFA Contract)	Evaluation Teams

✓	DUE DATE	FALL 2017 –TASKS	RESPONSIBLE
<input type="checkbox"/>	Tuesday, May 8	<b>Pay dock list submitted to Payroll Office for non-compliance of Flex Program requirements (pay docks for Adjunct Faculty only; does not include regular faculty pay docks)</b>	Professional Development
<input type="checkbox"/>	Tuesday, May 8	<b>Scheduling</b> – Summer 2018 Temporary Faculty Agreements for adjunct/overload teaching posted in portals	Scheduling
<input type="checkbox"/>	On or before Friday, May 11	<b>Faculty Staffing:</b> SAs prepare the tentative ranking of Faculty staffing of requests from his or her cluster to report out to AAC	Supervising Admins Department Chairs
<input type="checkbox"/>	On or before Friday, May 11	<b>Faculty Staffing:</b> <ul style="list-style-type: none"> <li>SAs report out to Academic Affairs (AAC) the tentative ranking of faculty staffing requests from their cluster.</li> <li>The Santa Rosa Dean of Counseling and Support Services and the Petaluma Dean of Student Services are invited to attend this part of the AAC meeting and discussion. Results of AAC review are reported back to the DCs.</li> <li>Although forms are not submitted until the end of September 2018, SAs and/or DCs may begin preparation of the Narrative Summary.</li> </ul>	Supervising Admins Department Chairs
<input type="checkbox"/>	Monday, May 14	<b>Curriculum:</b> Final Spring 2018 CRC meeting.	Department Chairs
<input type="checkbox"/>	Tuesday, May 15 (3 <sup>rd</sup> Tues. of Every Month)	<b>DCC/IM Meeting</b>	Sr. VP Academic Affairs
<input type="checkbox"/>	Friday, May 18 (Subject to Change)	<b>PRPP</b> – all remaining sections should be completed and submitted to Supervising Admin for approval (*note- there may be a change in which sections are required in spring 2017)	Department Chairs PRPP Editors
<input type="checkbox"/>	Monday, May 21	<b>Class Cancellation Guidelines Sent to Deans</b>	Sr. VP Academic Affairs
<input type="checkbox"/>	By Friday, May 25	<b>Evaluations – Regular and Adjunct</b> Supervising Admins verify that evaluation files are complete and send files to Office of the Dean, Curriculum / Dean, Liberal Arts & Sciences	Supervising Admins Dean, Curriculum / Dean, Liberal Arts & Sciences
<input type="checkbox"/>	Saturday, May 26	<b>COMMENCEMENT</b> <b>Mandatory attendance for Regular Faculty</b>	
<input type="checkbox"/>	Tuesday, May 29	Absolute deadline for regular faculty mandatory <u>and</u> flex hours to be completed and online verification forms/ Intent to Complete forms/ NOAs received in Professional Development.	Regular faculty Department Chairs Supervising Admins Professional Development
<input type="checkbox"/>	Wednesday, May 30	Deadline for Faculty to Accept Temporary Assignments for Summer 2018	Faculty
<input type="checkbox"/>	Friday, June 1	<b>Spring Semester 2018</b> <b>Final Grades Due by 11:59 p.m.</b> Supervising Admins, Dept. Chairs follow up on late grades.	Supervising Admins Department Chairs Dean, Admissions, Records & Enrollment Dev.

✓	DUE DATE	FALL 2017 –TASKS	RESPONSIBLE
<input type="checkbox"/>	<b>Monday, June 4</b>	<b>Pay dock list submitted to Payroll Office for non-compliance of Flex Program requirements for Regular Faculty per AFA contract.</b>	Professional Development
<input type="checkbox"/>	<b>Thursday, June 14</b> (Subject to Change)	<b>PRPP – Deans approve all academic program/unit PRPPs under their supervision. Directors and Deans submit their PRPPs for approval</b>	Deans, Directors
<input type="checkbox"/>	<b>Monday, June 18</b>	<b>Summer 2018 Begins</b> 6 and 8 week classes	Admissions & Records
<input type="checkbox"/>	<b>Tuesday, June 19</b>	<b>Deadline for Faculty to Request Load Banking</b>	Faculty
<input type="checkbox"/>	<b>June – July 2018</b> (Subject to Change)	<b>PRPP - AAC will determine final priorities for Academic Affairs' PRPP resource requests.</b>	AAC
<input type="checkbox"/>	<b>Wednesday, July 11</b>	<b>Scheduling – Fall 2018 Temporary Faculty Agreements for adjunct/overload teaching posted in portals</b>	Scheduling
<input type="checkbox"/>	<b>August 2018</b>	<b>PRPP - Academic Affairs will “close the loop” on planning by notifying chairs and faculty of final prioritizations.</b>	AAC
<input type="checkbox"/>	<b>Wednesday, August 1</b> (Subject to Change)	<b>Deadline to accept Fall 2018 Temporary Faculty Agreements for adjunct/overload teaching.</b>	Faculty